**ICE Create an Account Document Student Notes**

Step 3 – do we want them to set up a new account regardless? If so, CLICK CONTINUE.

Step 4 – Click High School Student

Step 5 – When you click the green “Find” button a pop up will open (see Step 6)

Step 6 – Our school name is “Future Pathways – Des Moines”. It is listed in the “Fs” in the school list. Make sure NOT to click on “Futures – Boone” ☺

Step 7 – Use your gmail account or another personal email if you wish.

Step 8 – Format for Account Name

firstname.lastname.fp

Format for Password

firstinitial lastinitial school ID and the + sign – ***gm12345+***

Step 9 – Click “I’ll do it later…..” and the “I have read” box and “Submit”.

Step 10 – Note – you will sign in with - firstname.lastname.fp AND **@iowaid**

Step 11 – SIGN IN – Then you’ll be asked to answer 3 “baseline identity” questions.

You’ll be finished when you see a page like this:





Assignment: Highlight, copy and paste the info into a word document titled 1stname.lastname ICE User Name. Save the document in your H drive. Then send it as an attachment to a gmail message to [michelle.griswold.fp@gmail.com](mailto:michelle.griswold.fp@gmail.com).